

APPENDIX I

GLOSSARY

ACA- Assignment control authority. An ACA selects, details, and orders particular individuals to fill billets according to the manning levels and priorities designated by the manning control authority (MCA). BUPERS (PERS 40) is the assignment control authority for designated strikers and all petty officers. Naval Reserve Personnel Center (NAVRESPERSCEN) (Code 30) is the assignment control authority for all enlisted TAR personnel. Commanding Officer, Enlisted Personnel Management Center (EPMAC) is the assignment control authority for SN, FN, and AN personnel.

ACC- Accounting category code.

ACE- American Council on Education.

ACN- Activity control number. Used in the handling of classified correspondence such as top secret.

ACQUIRED DEPENDENT- A military member's dependent acquired through marriage, adoption, or other action during the course of a member's current tour of assigned duty. The term does not include persons dependent on the member or children born of a marriage that existed before the beginning of a current overseas tour.

ACT, RES, or RET- As relating to the issuance of identification (ID) cards, these acronyms stand for active duty (ACT), Reserve (RES), or retired (RET).

ACTING- When the commanding officer is absent, the executive officer may be "Acting" as commanding officer. For example, in correspondence, when a letter is written from the commanding officer to an organization and the person "Acting" signs it, the "Acting" word will be indicated below the signature line.

ACTIVE DUTY- Full-time duty in the active service of a uniformed service, including full-time training duty, annual training duty, and

attendance while in the active service at a school designated as a service school by law of the Secretary concerned, such as the Secretary of the Navy.

ACTIVE DUTY FOR TRAINING (ADT)- Full-time training duty in the active military service for the express purpose of training members of the Ready Reserve to acquire or maintain required military skills. It includes initial basic training, advanced individual training, annual training duty, and full-time attendance at Service schools so designated by law or the Secretary of the Service concerned, such as the Secretary of the Navy.

ACTIVE SERVICE- Active service means service on active duty.

ADDU- Additional duty.

ADP- Automatic data processing.

ADSD- Active duty service date.

ADSW/OYR- Active duty for special work/one year recall.

ADVANCE LEAVE- Advance leave is leave granted before its actual accrual to the member's leave account. It is based on a reasonable expectation that leave will be earned by the member during the remaining period of obligated service of active duty.

ADVANCEMENT IN RATE OR REDUCTION IN RATE- Promotion to a higher paygrade or demotion to a lower paygrade.

ADVANCE PAY- Advance pay is intended to enable a member to have sufficient money to execute a move without visiting disbursing officers en route or submitting claims at the member's new duty station until the member has settled in the new residence and reported for duty.

ADVANCE PAYMENT– Payment of pay (pay and allowances in certain cases) before it is earned.

AEF– Advanced electronics field.

AFB– Air Force base.

AFFIDAVIT– A written statement made on oath before a notary public or other person authorized to administer oaths.

AFTA– Advanced first term avionics.

AIS– Automated Information Systems.

ALLOWANCE– A monetary amount paid to an individual in lieu of furnished quarters, subsistence, and so forth.

AMC– Air Mobility Command.

ANNUAL LEAVE– Annual leave is leave granted in execution of a command's leave program, chargeable to the member's leave account. Annual leave is also called ordinary leave, as distinguished from emergency leave and/or special leave.

APATHY– Unconcern or lack of interest.

APOD– Area port of debarkation. When a passenger travels by air, the port of debarkation is the destination airport where the traveler debarks (leaves) an international/transoceanic flight. When a passenger travels by vessel, the port of debarkation is the place at which the passenger leaves a vessel after the journey.

APOE– Area port of embarkation. When a passenger travels by air, the port of embarkation is the airport where the traveler boards an international/transoceanic flight for travel to, from or between points outside the continental United States (CONUS). The port of embarkation is designated in the port call, if applicable. When a passenger travels by vessel, the port of embarkation is the place at which the passenger boards a vessel for a journey of 24 hours or more in duration.

APPROVED– The ratification or confirmation of an act already done.

ARMED FORCES OF THE UNITED

STATES– This includes the Army, Navy, Air Force, Marine Corps, and Coast Guard, and all components thereof.

ARTM– Availability reporting and tracking module.

ASROC– Antisubmarine rocket.

ASVAB– Armed Services Vocational Aptitude Battery. The ASVAB is designed primarily for administration to potential non-prior service recruits as an aid in determining enlistment eligibility and eligibility to attend class "A" schools.

AT– Annual training.

ATF– Advanced technical field.

ATTITUDE– A manner of acting, feeling, or thinking that shows one's disposition.

AUTHORIZED– The giving of permission before an act.

AWOL– Absent without leave.

BA– Bilets authorized.

BAQ– Basic allowance for quarters. BAQ is an amount of money prescribed and limited by law that an officer or enlisted member receives to pay for quarters not provided by the government.

BAS– Basic allowance for subsistence. BAS is a cash allowance, by law payable to officers at all times. BAS helps reimburse them for the expense of subsisting themselves. For enlisted personnel, it is a cash allowance payable when rations in kind are not available; when permitted to ration separately; or when assigned to duty under emergency conditions where no messing facilities of the United States are available.

BASIC PAY– The pay of an officer or enlisted member according to the rank and longevity before additional amounts are added for quarters, subsistence, flying status, overseas duty, and so on.

BCNR– Board for Correction of Naval Records. The BCNR was established to relieve the Congress of the burden of considering private bills for the correction of naval records.

BENEFICIARY– The recipient of certain benefits due as a result of relationship to or designation by a member, such as the beneficiary you designate on the Servicemen's Group Life Insurance (SGLI) election and certificate.

BI– Background investigation.

BLANKET TRAVEL ORDER– An order issued to a member who regularly and frequently makes trips away from his or her permanent duty station within certain geographical limits in performance of regularly assigned duties.

BMR– Basic military requirements.

BOOST– Broadened opportunity for Officer Selection and Training. The BOOST Program supports the Navy Affirmative Action Plan by offering enlisted men and women a comprehensive program of academic preparation that prepares them for successful pursuit of a Navy or Marine Corps commission through the Naval Reserve Officer Training Corps (NROTC) Program or the United States Naval Academy (USNA).

BUMED– Bureau of Medicine and Surgery.

BUPERS– Bureau of Naval Personnel, which is located in Washington, DC, and is used synonymously with Chief of Naval Personnel (CNP and CHNAVPERS).

BY DIRECTION– The term used to denote the signature authority given by commanding officers or officers in charge to designated personnel.

CACO– Casualty assistance calls officer. This is a uniformed Navy representative who is designated to assist the primary and secondary next of kin (NOK) of members who die, are reported as "duty status whereabouts unknown" (DUSTWUN), become missing while on active duty, annual training, or inactive duty training. The representative assists primary or secondary next of kin in respect to rights, benefits, and

privileges to which they may have entitlement. The representative must be an officer with a minimum of 2 years active duty or a senior enlisted member, E-7 through E-9.

CANREC– Canvasser recruiter.

CANTRAC– Catalog of Navy Training Courses.

CAP– Command Advancement Program.

CARIT– Career information team. CARIT is responsible for coordinating and presenting Naval Reserve information through formal presentations throughout the east and west coasts.

CBR– Chemical, biological, and radiological warfare defense.

CCC– Command career counselor.

CD-ROM– Compact-disk–read only memory.

CEC– Civil Engineer Corps.

CENTRAL PROCESSING UNIT (CPU)– The part of a computer that controls its overall activity by executing instructions and performing logical operations.

CHAMPUS-- Civilian Health and Medical Program of the Uniformed Services.

CHANGE IN RATE– Change in rate is applicable to a lateral change in the apprenticeships (paygrade E-1, E-2, E-3) in the same paygrade.

CHANGE IN RATING– Change in rating is a lateral change in occupational skill without change in paygrade; for example, YN2 to LN2.

CHCBP– Continued Health Care Benefit Program. Implementation of the CHCBP was directed by Congress in Section 4408 of the National Defense Authorization Act for Fiscal Year 1993. This law directed the implementation of a program of temporary, continued health benefits coverage comparable to the benefits provided for former civilian employees of the Federal Government. The CHCBP is a premium-based, temporary health care coverage program that is available to qualified beneficiaries. Under this

program, medical benefits mirror the benefits offered via the basic CHAMPUS program. The CHCBP is not part of the CHAMPUS program; however, it functions under most of the rules and procedures of CHAMPUS.

CHNAVPERS– Chief of Naval Personnel, which is located in Washington, DC, and occasionally used synonymously with BUPERS.

CHP– Central host processor.

CIC– Combat information center.

CIM– Communications Improvement Memorandum. CIM is an official document used to inform message drafters, releasers, or processors of drafting and/or procedural errors. Generated as an after-the-fact training aid, these memorandum are intended to improve communications.

CINCLANTFLT– Commander in Chief, United States Atlantic Fleet.

CINCPACFLT– Commander in Chief, United States Pacific Fleet.

CIRCUITOUS TRAVEL– Travel by a route other than the one that would normally be prescribed by a transportation officer between the places involved.

CLASS E MESSAGE– A class E message is a personal message that can be sent; for example, from you to your parents using the Navy's telecommunication facilities.

CNET– Chief of Naval Education and Training.

CNO– Chief of Naval Operations.

CO– Commanding officer.

COLA– Cost of living allowance. The overseas cost-of-living allowance is prescribed to maintain the purchasing power of basic military compensation in an overseas area.

COMIDEASTFOR– Commander, Middle East Force.

COMMAND SPONSORED DEPENDENT– Dependent(s) residing with the member at a location outside CONUS, where the accompanied-by-dependents tour is authorized and the member is authorized to serve that tour. However, certain conditions must be met. Refer to Appendix A of the *Joint Federal Travel Regulations* (JFTR).

COMMON CARRIER– A firm furnishing commercial transportation as a public service under rates prescribed by lawful authority. Common carriers include railroad, bus, airplane, or ship.

COMRATS-COMMUTED RATIONS, RATSEPP-SEPARATE RATIONS, OR LEAVE RATIONS– The monetary allowance given in lieu of subsistence to entitled personnel on leave or otherwise authorized to mess separately.

COMNAVCRUITCOM– Commander, Navy Recruiting Command.

COMNAVRESFOR– Commander, Naval Reserve Force.

COMSEC– Communications Security.

COMPASS– Computer Assisted Assignment System.

COMPSRON– Commander, Maritime Propositioning Ships Squadron.

COMPTOUR– Completion of tour.

COMSTANAVFORLANT– Commander, Standing Naval Forces Atlantic.

CONCURRENT CHANGE IN RATING– Conversion from one rating to another rating concurrent with advancement in rate. For example, Yeoman Second Class (YN2) to Legalman First Class (LN1).

CONFINEMENT– As used in this training manual, this means the physical restraint imposed by oral or written orders of competent authority or as adjudged by sentence of court-martial, which deprives the member of freedom for the period involved.

COT- Consecutive overseas tour. The PCS reassignment of a member from one overseas permanent duty station (PDS) to another overseas PDS, regardless of whether it is within the same country or intra- or intertheater. Completion of the initial overseas tour is not essential. (Exception to the PCS requirement is when the member serves an in-place consecutive overseas tour.)

CONSORTIUM- A partnership or association.

CONSUB- Relates to continuous submarine pay.

CONTIGUOUS- This word is often used when referring to the contiguous United States and the District of Columbia. The word *contiguous* means in physical contact; touching along all or most of one side, and near, next, or adjacent. In other words, the contiguous United States includes all of the continental United States and the District of Columbia less the states of Hawaii and Alaska are connected.

CONUS- Continental United States. CONUS means the 48 contiguous states and the District of Columbia.

CONVALESCENT LEAVE- Convalescent leave is a period of authorized absence granted to persons while under medical care that is part of the care and treatment prescribed for a member's recuperation or convalescence. Convalescent leave is not chargeable to a member's leave account.

COPA- Council on Postsecondary Accreditation.

CORRESPONDENCE- As used in the Navy, this term applies to all written material, including publications, letters, memoranda, and forms.

CPO- Chief petty officer.

CREO- Career Reenlistment Objectives.

CROSS-REFERENCE SHEET- A sheet that is distributed with a directive, and filed in the directives binder, to assist users in locating the directive, when the directive is filed separately.

CRP- Command religious programs.

CURRENT EAOS- Section 2 of the Enlisted Distribution and Verification Report (EDVR) lists members with current EAOS. These are members who must extend, reenlist, separate, or transfer for separation during the current month.

CURRENT PRD- Section 2 of the EDVR lists members with current PRD. These are members with a PRD in the current month who have not yet been ordered to detach.

CURRENT PROSPECTIVE GAINS- Section 1 of the EDVR lists members as current prospective gains. These are members who are due to report on board during the current month.

CURRENT PROSPECTIVE LOSSES- Section 2 of the EDVR lists members as current prospective losses. These are members who are under orders to transfer from the activity during the current month.

CURRENTLY INSURED- For Social Security purposes, currently insured means that certain benefits are paid to survivors if a contributor is currently insured when he or she dies. To be currently insured, a contributor must have Social Security credits for at least 1 1/2 years for work within the 3-year period before death. Using this format, a first-term servicemember, who is 30 years old and who has never worked under Social Security coverage before enlisting would be currently insured when he/she has completed 18 months of his/her enlistment.

CV- Multipurpose aircraft carrier.

DANTES- Defense Activity for Non-Traditional Education Support.

DATE-TIME GROUP (DTG)- The DTG is assigned on messages for identification and file purposes only. The DTG is expressed in six digits; the first two digits being the day, the second two digits being the hour and the third two digits being the minutes. This is followed by a zone suffix, the month, and the year. The month is expressed by its first three letters and the year by the last two digits of the year of origin. The zone suffix ZULU (Z), for Greenwich Mean Time, is used as the universal time for all messages except where theater or area

commanders prescribe the use of local time for local tactical situations.

DCNO– Deputy Chief of Naval Operations.

DCNP– Deputy Chief of Naval Personnel.

DCS– Defense Courier Service.

DDG– Guided missile destroyer.

DDP– Dependents' Dental Plan.

DEATH GRATUITY– Death gratuity is a lump sum payment that is made to eligible survivors immediately upon death of a servicemember. It is designed to assist the family until other regular monthly payments start. The payment is a lump sum amount of \$6,000.00. However, remember that this amount could change in the future.

DEEP SEA DIVER PROGRAM– This program includes all enlisted personnel qualified and assigned SNECs 5311, 5341, 5342, 5343, and 5346. Additionally, these personnel carry the enlisted designator (DV). Deep sea divers plan, supervise, and execute salvage, repair, and rescue diving operations for various periods of time at various depths dependent on the individual's degree of qualification. They are responsible for the maintenance and safe operation of diving equipment and tools.

DEERS– Defense Enrollment Eligibility Reporting System.

DEPENDENT RESTRICTED TOUR— An overseas PDS with an established tour that does not permit command-sponsored dependents. Also referred to as unaccompanied hardship overseas tour, or remote tour.

DFAS– Defense Finance and Accounting Service – Cleveland Center, Cleveland, Ohio.

DFAS PAYPERSMAN– DFAS Pay/Personnel Procedures Manual (Navy), Volume II, NAVSO-P 3050-S.

DG NECs– Defense Grouping NECs. These NECs relate to groups of ratings for which there is an

identification requirement. These NECs appear as DG-9700 through DG-9780.

DIC– Dependency and indemnity compensation. DIC provides partial compensation to surviving dependents for the loss of financial support sustained as a result of the veteran's service-connected death.

DIFOPS– Additional duty in a flying status involving operational or training flights.

DIFOT– Duty in a flying status involving operational or training flights.

DIPLOMATIC PASSPORT (NO-FEE)– This passport is issued to a foreign service officer, a person in the diplomatic service, or a person having a diplomatic status either because of the nature of the foreign mission or by reason of the office held. Where appropriate, dependents of such persons may be issued diplomatic passports.

DIRECTIVE– A directive is an instruction, notice, or change transmittal that prescribes or establishes policy, organization, conduct, methods, or procedures.

DIRECTIVES ISSUANCE SYSTEM– The standard procedures and formats used to promulgate policy, procedures, and informational releases in the Department of the Navy.

DIVISION OFFICER– A division officer is an individual regularly assigned by the commanding officer to command a division of the unit's organization.

DISLOCATION ALLOWANCE (DLA)– The purpose of the DLA is to partially reimburse a member with or without dependents for the expenses incurred in relocating his or her household. This is in addition to all other allowances authorized in the JFTR, volume 1, and may be paid in advance.

DMRS– Diary Message Reporting System.

DMRSMAN– Diary Message Reporting System Users' Manual. The DMRSMAN is the official manual for submitting officer and enlisted personnel diaries in coded format via naval

message. The DMRSMAN supplements basic regulations and reporting requirements published elsewhere.

DNEC– Distribution Navy Enlisted Classification Code. The DNEC is a distribution tool used to match an individual's NECs, as displayed in the Manpower and Personnel Management Information System (MAPMIS) Enlisted Master Record (EMR), to a command's authorization for an NEC.

DOD– Department of Defense.

DODIWR– *Department of Defense Financial Management Regulation Military Pay, Policy, and Procedures, Volume 7, Part A.*

DODMERB– Department of Defense Medical Examination Review Board.

DON– Department of the Navy.

DRAFTER– As relating to message preparation, the drafter is the individual who composes the message and must have a detailed knowledge and understanding of the procedures contained in the NTP 3.

DSN– Defense Switched Network. This acronym replaces the term *Autovon*.

DUINS– Duty under instruction.

DUTY STATION– The place at which a member is assigned for regular duty; also, the place at which the member performs an assigned duty.

DVA– Department of Veterans Affairs.

EAOS– Expiration of active obligated service.

EAOS (WITH EXTENSIONS) LESS THAN

PRD– Section 2 of the EDVR lists members whose EAOS (with extensions) is less than PRD. These are members whose EAOS is within 1 to 10 months, and the EAOS is less than PRD. The command is required to take action on members whose names appear in this category. The command must (1) adjust PRD to equal EAOS for noncareerist; and (2) determine reenlistment or extension intentions

of careerists. Members are listed in EAOS (plus extensions) sequence.

EARNED LEAVE– Earned leave is leave accrued to a member's credit as of any given date.

EAWS– Enlisted Aviation Warfare Specialist.

ECN– Event control number. As used in the SDS, it applies to the number assigned to events once they have been released. ECNs are used to track events until they are applied to an individual's master record.

ECP– Enlisted Commissioning Program. The ECP is a full-time undergraduate education program that provides an excellent opportunity for outstanding active duty enlisted personnel in the Navy or Naval Reserve, who have previous college credit (but less than a baccalaureate degree), to earn a commission in the Unrestricted Line (URL) or Civil Engineer Corps (CEC).

EDLN– Estimated date of loss to the Navy.

EDVR– Enlisted Distribution and Verification Report. It is a monthly statement of an activity's enlisted personnel account.

EDVRMAN– *Enlisted Distribution and Verification Report User's Manual*. The EDVRMAN is the official manual for interpreting and validating the Enlisted Distribution and Verification Report (EDVR). The EDVRMAN supplements basic regulations and requirements published in other manuals.

EEAP– Enlisted Education Advancement Program. The EEAP provides an opportunity for highly qualified and career motivated enlisted personnel to earn an Associate/Bachelor of Arts or Associate/Bachelor of Science Degree.

EFFECTIVE DATE OF PCS ORDERS– For members being separated or retired, the effective date of determining the entitlement to travel and transportation allowances (authorized weight of household goods, eligibility for travel of dependents, and so on) is the last day of active duty. This does not apply to reservists being separated and recalled retired members

who continue in an active duty status during the time allowed for return travel home. For those members, and members other than those being separated or retired, it is the date a member is required to begin travel from the old PDS, the member's home or place from which called (or ordered) to active duty, the last temporary duty station, or the designated place, whichever applies, in order to arrive at the new PDS, home, or place from which called (or ordered) to active duty, on the date authorized by the mode of transportation authorized and/or used. Refer to Appendix A of JFWR, volume 1, for examples that show you how to determine the effective date of orders.

EFMs- Exceptional family members. EFMs are described as handicapped or exceptional dependents who require special medical care and/or special education.

EMERGENCY LEAVE- Emergency leave is leave granted for a personal or family emergency requiring the member's presence. Emergency leave is chargeable to the member's leave account.

EMERGENCY RATINGS- Ratings encompassing skills or qualifications common to the civilian sector that are not required as ratings in peacetime but are required in time of war.

EML- Environmental and morale leave. EML programs are established at overseas installations where adverse environmental conditions require specific arrangements for leave in more desirable places at periodic intervals. EML programs involve space-available travel privileges. The leave taken under the EML program is ordinary leave chargeable to the member's account.

EMR- Enlisted Master Record.

ENLISTED BONUS- An enlistment bonus is paid to an enlistee when that enlistee meets conditions as specified in part 1, chapter 9 of the DODFMR, volume 7, Part A.

ENLISTED PERSONNEL- Personnel below the grade of warrant officer are considered enlisted personnel.

ENLISTEE- A person who has voluntarily enlisted for military service.

ENLTRANSMAN- *Enlisted Transfer Manual*

ENTITLEMENT- The legal right to receive items of pay and/or allowances.

ENTNAC- Entrance National Agency Check.

EOD- Explosive ordnance disposal. Personnel qualified as EOD are assigned Secondary NECs 5332 and 5333. Additionally these personnel carry the enlisted designator parachute jumper (PJ) and/or DV. Once qualified, personnel perform Explosive Ordnance Disposal Operations as EOD Technicians.

EPADs- Enlisted Personnel Action Documents. These documents are used by BUPERS to issue PCS orders, notification of adjustment of projected rotation dates (PRDs), and even acknowledgement of Fleet Reserve and retirement requests.

NOTE: There is a possibility that by the time you receive this training manual these documents will no longer be issued.

EPMAC- Enlisted Personnel Management Center, which is located in New Orleans, Louisiana.

EREN- Expiration of reserve enlistment.

ERRONEOUS PAYMENT- A payment of pay and/or allowances to a member to which he or she is not entitled.

ESO- Educational services officer or educational services office.

ESWS- Enlisted Surface Warfare Specialist.

EXAMINING BOARDS- Examining boards administer examinations, furnish necessary material, give complete instructions on examination procedures, and forward Navywide examinations to other activities for use by personnel transferred or in a transient or leave status on examination date. The board is normally established about 2 months before scheduled examination dates and consists of at least three members (officer or civilian) with

sufficient experience to perform duties of the board in an optimum manner. The senior member must be a lieutenant or higher, with the exception of officers in charge of Personnel Support Detachments (PERSUPPDETS), who are authorized to assume positional authority as senior member of consolidated examining boards.

EXCESS LEAVE- Excess leave is leave granted in excess of earned leave and advance leave and when the member is not entitled to pay and allowances. A minus leave balance at the time of discharge, first extension of an enlistment or separation from active duty, desertion, or death is considered as excess leave.

EXIGENCIES OF THE SERVICE- Urgent demands of the military service.

EXPIRATION OF TERM OF SERVICE- The end of a required or contracted period of service.

EXPIRED AND BLANK PRD- Section 2 of the EDVR lists members who have an expired and/or a blank PRD. These are members with a PRD prior to the current month, or a blank PRD, who have not yet been ordered to detach.

EXPIRED EAOS- Section 2 of the EDVR lists members who have an expired EAOS. These are members who should have already extended, reenlisted, separated, or transferred for separation. They are listed by the month in which their EAOS expired.

EXPIRED PROSPECTIVE GAINS- Section 1 of the EDVR reflects members who are considered expired prospective gains. These are members who should have already reported on board a command. They are listed by the month in which they should have reported.

EXPIRED PROSPECTIVE LOSSES- Section 2 of the EDVR reflects members who are considered expired prospective losses. These are members who should have already detached from an activity. They are listed by the month in which they should have detached.

EXTENSION OF ENLISTMENT- Contracted agreement that extends an enlisted member's

current enlistment for a stated period beyond normal expiration of that enlistment.

FACSIMILE STAMPS- A commanding officer may authorize others to use stamps that duplicate his or her signature where the personal signing of correspondence causes hardship or is impractical. If you are authorized to use a facsimile stamp of someone else's signature, pen your initials (provided you are authorized to do so) next to each signature you stamp to authenticate the facsimile. Safeguard such stamps from unauthorized use.

FEE PASSPORT- A fee passport is a passport issued to U.S. citizens who are traveling abroad for personal or unofficial reasons. Also known as a tourist passport, it is issued to personnel traveling in a leave status or tourist status and for dependents who wish to reside abroad at their own expense. These passports are issued on a full-fee basis.

FHP- Field host processor.

FLTRES- Fleet Reserve. A form of retirement where a naval member who has completed 20 years but less than 30 years of active service is released from active duty.

FMS- Final Multiple Score. A FMS is computed for each candidate taking the Navywide advancement examination. A FMS can be determined only after a candidate's standard score is known. A candidate's standard score is reflected on the Examination Profile Information.

FORMAN- Force management.

FPOV- Foreign-made privately owned vehicle.

FSA- Family separation allowance. The FSA is payable only to members with dependents. Two types of FSA are authorized—Type I and Type II. Both types are payable in addition to any other allowance or per diem to which a member may be entitled.

FULLY INSURED— For Social Security purposes, fully insured means that no one individual can be fully insured who has credit for less than

1 1/2 years of work. A person who has credit for 10 years can be sure that he or she will be fully insured for life. The amount of payment depends on the contributor's average earnings over the period stated by law.

FUTURE EAOS– Section 2 of the EDVR reflects members who have a future EAOS. These are members who must extend, reenlist, separate, or transfer for separation within the next 10 months. They are listed by the month in which their EAOS will expire.

FUTURE PRD– Section 2 of the EDVR reflects members who have a future PRD. These are members who are projected losses to the activity within the next 10 months. They are listed by the month of PRD.

FUTURE PROSPECTIVE GAINS– Section 1 of the EDVR reflects members who are considered future prospective gains. These are members who are due to report on board in future months. They are listed by the month in which they are ordered to report.

FUTURE PROSPECTIVE LOSSES– Section 2 of the EDVR reflects members who are considered future prospective losses. These are members who are under orders to transfer from the activity within the next 10 months. They are listed by the month in which they are ordered to detach.

GCM– Good Conduct Medal.

GED– General Education Development. Relates to the successful passing of the high school level General Educational Development test.

GENERAL RATING– A broad occupational field encompassing duties and functions requiring related aptitudes and qualifications. The PN is an example of a general rating. Notice that the paygrade level is not considered when referring to the term *rating*.

GMPO– Guard mail petty officer.

GOVERNMENT CONVEYANCE– Any means of transportation owned, leased, or chartered by the government, including aircraft on loan to or owned by an Aero Club. A government-owned

vessel totally leased for commercial operation or a rental vehicle, as referred in paragraph U5320-E of the JFTR, will not be considered as a government conveyance.

GOVERNMENT PROCURED TRANSPORTATION– Transportation procured directly from a commercial carrier with a government transportation request (GTR) or other document issued by an appropriate government official.

GPW– Geneva Convention Relative to Treatment of Prisoners of War of 12 August 1949.

GRADUATION LEAVE– Graduation leave is a period of authorized absence granted as a delay in reporting to the first duty station for graduates of the Naval Academy who are appointed commissioned officers in the Armed Forces. Graduation leave is not chargeable to a member's leave account.

GSS– Geographically separated site.

GTR– Government transportation request.

GUARD III– The GUARD III program offers two guaranteed assignments within a 25-year career timeframe for active duty USN, USNR-R (TAR), and USNR personnel in return for a 4-, 5-, or 6-year reenlistment.

HELP SCREEN– As relating to computers, special screens that provide the user a ready reference about a particular program. For example, the special help screens available in the Source Data System (SDS) on valid data entry codes.

HHG– Household goods.

HIGH YEAR TENURE (HYT)– Section 2 of the EDVR reflects members who are approaching HYT who have taken action to request a waiver, or who must take required action to request a waiver. HYT is to the maximum amount of years a member is allowed to remain on active duty in any one paygrade.

HIV– Human Immuno Deficiency Virus. Any of several retroviruses that infect human T cells and cause AIDS.

HOME OF RECORD– This term means the place recorded as the home of the member when commissioned, appointed, enlisted, inducted, or ordered into a relevant tour of active duty, or the place recorded as the home of the individual when reinstated, reappointed, or reenlisted only when such reinstatement, reappointment, or reenlistment follows a break in service of at least 1 full day. The home of record is used for the purpose of determining travel and transportation allowances or other compensations provided by law when entitlement is based on the home of record at the time of entry into service, or call to active duty.

HUMS– Humanitarian assignment.

IFF– Identification friend or foe.

IFR– Instrument flight rules.

IMAPMIS– Inactive Manpower and Personnel Management Information System.

IN-PLACE CONSECUTIVE OVERSEAS TOUR– An in-place consecutive overseas tour is one in which, upon completion of an initial overseas tour (including voluntary extensions), a member agrees to serve another prescribed tour at the same PDS. No PCS movement is involved.

INSTRUCTION– A directive containing authority or information having continuing reference value, or requiring continuing action. It remains in effect until superseded or otherwise canceled by the originator or higher authority.

IRR– Individual Ready Reserve.

ISIC– Immediate superior in command.

ISSUE IN KIND– An issue in goods rather than in money.

IUSS– Integrated Undersea Surveillance System.

JAG– Judge Advocate General.

JAGMAN– *Manual of the Judge Advocate General.*

JFTR– *Joint Federal Travel Regulations, Volume 1, NAVSO P-6034.* This publication is now published on a disk rather than on paper.

JUMPS– Joint Uniform Military Pay System.

KVDT– Keyboard video display terminal. As used in the SDS, the KVDT is a component of the computer used to process SDS events.

LAN– Local area network.

LANTFLT– Atlantic Fleet.

LATERAL CHANGE IN RATE– A conversion from one rate to another; for example, Seaman Apprentice (SA) to Airman Apprentice (AA) or Boatswain's Mate Third Class (BM3) to Quartermaster Third Class (QM3).

LDO/CWO PROGRAM– Limited Duty Officer/Chief Warrant Officer Programs. These programs are the principal enlisted-to-officer programs sponsored by the Navy that do not require a college education.

LES– Leave and Earnings Statement. The LES is the source document that contains details of both the member's pay and leave account. It is a printout of information contained in the member's Master Military Pay Account (MMPA).

LETTERHEAD– In letters, this is the address of a command preceded by the DEPARTMENT OF THE NAVY. This information is all centered on the fourth line from the top of the page.

LIMDU– Limited duty.

LOCO PARENTIS– A person who stood in place of a parent to the servicemember 24 hours a day for a period of at least 5 years before the servicemember became 21 years old or entered military service.

LOST TIME– That period of time not included in determining cumulative years of service for all military purposes.

LPD– Amphibious transportation dock.

LPH– Amphibious assault ship (helicopter).

MAIL COVER– The term *mail cover* is used when a record is made of any data appearing on the outside cover of any class of mail matter, or found in the contents of any class of mail.

MAILING ADDRESS– The address at which a member of the naval service can be reached at any time by ordinary mail. The mailing address of a member serving on extended active duty is normally the address of the duty station to which he or she is assigned.

MANMED– *Manual of the Medical Department.*

MAPMIS– Manpower and Personnel Management Information System.

MAPTIS– Manpower and Personnel Training Information System.

MCA– Manning control authority. Manning control consists of two functions—manning and placement. This control is exercised by the MCA. BUPERS (PERS 453) is the MCA for most CONUS activities. COMNAVRESFOR (Code 02A) is MCA for most CONUS activities that are primarily concerned with the training of Naval Reservists. CINCPACFLT is MCA for activities in the Pacific Ocean area. CINCLANTFLT is MCA for activities in the Atlantic Ocean area.

MCPO– Master chief petty officer.

MCPON– Master Chief Petty Officer of the Navy.

MECP– Medical Enlisted Commissioning Program. MECP gives active duty enlisted personnel, including those in the Training and Administration of Reserve (TAR) Program, an opportunity to complete the requirements for a baccalaureate degree in nursing and earn a commission as a Nurse Corps officer.

MEMBER– A commissioned officer, commissioned warrant officer, warrant officer, and enlisted person, including a retired person, of the Uniformed Services. As used in this definition the words *retired person* includes members of the Fleet Reserve and Fleet Marine Corps Reserve who are in receipt of retainer pay.

MEPS– Military Entrance Processing Station.

MGIB– Montgomery G.I. Bill. The MGIB is an educational assistance program available to those individuals who (1) first entered on active duty on or after 1 July 1985; (2) are entitled to education benefits under the Vietnam Era GI Bill, and who satisfy certain eligibility criteria; or (3) enlist, reenlist, or extend an enlistment as a drilling Reservist for service in the Selected Reserve (SELRES) for a period of not less than 6 years on or after 1 July 1985. The SELRES GI Bill replaces the educational benefits program provided for in Title 10, United States Code, Chapter 106.

MIA– Missing in action.

MICROFICHE RECORD– Your microfiche record, is maintained in the Bureau of Naval Personnel (BUPERS) (Pers 313), Washington, DC. It is a small sheet of microfilm on which microcopies of your service record pages are recorded.

MILPERSMAN– *Naval Military Personnel Manual.*

MIRCS– Mechanical instrument repair and calibration shop.

MINIMASTER– A personnel data base, maintained at each field host processor (FHP), containing an extract of headquarters (DFAS/BUPERS) data elements and certain locally maintained data elements.

MINIMIZE– Sometimes it is necessary to reduce the volume of record and/or voice communications ordinarily transmitted over U.S. military-owned or leased telecommunications facilities. This action, known as *MINIMIZE*, is designed to clear communications networks of traffic, the urgency of which does not require transmission by electrical means during MINIMIZE. Only traffic of any precedence that concerns accomplishing a mission or safety of life is considered essential and therefore requires electronic transmission.

MMPA– Master military pay account.

MODEM– A modem is a device that converts data to a form that can be transmitted from one device to another. For example, when hooked up to a computer, a modem can be used to transmit data electrically to another computer.

where a modem receives and reconverts the data.

MORAL TURPITUDE– Behavior contrary to the accepted and customary rules of right and wrong and duty between humans. Moral turpitude is an act or behavior that gravely violates moral sentiment or accepted moral standards of community and is a morally culpable quality held to be present in some criminal offenses as distinguished from others. It is also the quality of a crime involving grave infringement of the moral sentiment of the community as distinguished from statutory malum prohibitum.

MPO– Military post office.

MPS– Military Postal Service.

MSC– Military Sealift Command.

NAC– National Agency Check.

NAVADMIN– Naval administrative messages.

NAVCRUITDIST– Navy recruiting district.

NAVDAF– Naval data automation facility.

NAVETS– Navy veterans.

NAVPTO– Navy Passenger Transportation Office.

NAVRESPERSCEN– Naval Reserve Personnel Center (also NRPC).

NAVY PASSPORT AGENT– A Navy passport agent is a civilian employee of the U.S. Navy or a U.S. Navy member who has been designated by the Office of Passport Services, Department of State, to accept and process passport applications for U.S. Navy-sponsored personnel traveling in an official status.

NCBDCP– Nurse Corps Baccalaureate Degree Completion Program. The NCBDCP gives qualified individuals the opportunity to complete the requirements for a baccalaureate degree in

nursing and earn a commission as a Nurse Corps officer.

NCTS– Naval computer telecommunication station.

NDRB– Naval Discharge Review Board. The NDRB was established under the Servicemen's Readjustment Act of 1944 to review, as provided in 10 U.S.C. 1553, upon the petition of whether under reasonable standards of naval administration and discipline the type and nature of the discharge should be changed, corrected, or modified; and if so, to decide what change, correction, or modification should be made.

NEC– Navy Enlisted Classification Code. NEC codes identify a nonrating-wide skill, knowledge, aptitude, or qualification that must be documented to identify both people and billets for management purposes.

NETPMSA– Naval Education and Training Program Management Support Activity. This is the location where the Navywide advancement examinations and training manuals are written.

NETSC– Naval Education and Training Support Center.

NHSC– National Home Study Council Schools.

NITRAS– Navy Integrated Training Resource and Administration System.

NJP– Nonjudicial punishment.

NMP– Navy Manning Plan.

NODAC– Navy Occupational Development and Analysis Center.

NO-FEE PASSPORT– The no-fee passport is issued on a no-fee basis for official travel of dependents of military personnel who will be serving an accompanied tour of duty overseas. The passport is valid only for use in conjunction with the bearer's residence abroad as a dependent of a military member on active duty outside the continental limits of the United States.

NONCOMMAND-SPONSORED

DEPENDENTS- Dependents residing with the member at a location outside CONUS, where the accompanied-by-dependents tour may or may not be authorized, and who are not entitled to travel to and from the member's overseas duty station at government expense nor do they entitle said member to station allowances at the "with dependents" rate. These dependents may either be "acquired dependents" or "individually sponsored by the member" into the command without endorsement of the appropriate authority.

NONPERFORMANCE OF DUTY (CIVIL ARREST)

- Any period in excess of 24 consecutive hours of nonperformance of duty while confined under sentence or while confined before and during trial by civil authority. If the member is convicted under the laws of the state or government concerned, the time lost must be made up.

NOTICE- A directive of a one-time or brief nature that has a self-canceling provision. Notices have the same force and effect as an instruction. Usually, it remains in effect for less than 6 months, but it is not permitted to remain in effect for longer than 1 year.

NROTC- Naval Reserve Officers Training Corps. The NROTC Navy-option scholarship programs educate and train well-qualified young men and women for careers as commissioned officers of the U.S. Navy Unrestricted Line (URL) and Nurse Corps, with initial appointment in the Navy and in the grade of ensign.

NRPC- Naval Reserve Personnel Center.

NSI- Naval Science Institute.

NST- Normal shore tour.

NTI- *U. S. Navy Travel Instructions.*

NTP 3- *Naval Telecommunications Procedures.* The official publication that discusses message preparation procedures and format requirements. This publication is on CD-ROM.

OBLISERV- Obligated service.

OCCUPATIONAL FIELDS- As used in the description of Navy occupations, they reflect the 23 groupings in which ratings of similar or related skills are organized.

OCCUPATIONAL STANDARDS

(OCCSTDs)- Enlisted OCCSTDs are the Navy's minimum requirements for the enlisted occupational skills established by manpower and personnel managers. OCCSTDs form the basis for implementing and supporting actions for personnel training, advancement, and distribution. Training manual writers base rate training manuals on OCCSTDs, and the exam writers use OCCSTDs to support advancement exams.

OCR- Optical character recognition.

OCS- Officer candidate school.

ODCR- Officer Distribution Control Report. The Bureau of Naval Personnel (BUPERS) prepares an ODCR for each naval activity with officer billets authorized or officers on board in a temporary duty status.

OFFICER- A commissioned officer, commissioned warrant officer, and warrant officer, either permanent or temporary, of the Uniformed Services. As used in this definition, the word *temporary* includes temporary officers whose permanent status is that of an enlisted person.

OFFICER'S JUNK JACKET- A folder that is maintained separately from the officer's service record where you should file old documents such as TAD and PCS orders. Any documents that do not belong in the officer's service record should be filed in the junk jacket.

OFFICIAL PASSPORT (NO-FEE)- This passport is issued to active duty personnel and DOD civilian employees proceeding abroad on official duty under orders to a country requiring documentation.

OHA- Overseas housing allowance. The OHA system provides an allowance to servicemembers assigned to overseas locations that defrays a significant amount of housing costs.

OIC- Officer-in-charge.

OJT- On-the-job training.

OOD- Officer of the deck.

OPEN MESS- A nonappropriated fund activity established to provide services essential to messing, billeting, and recreation of officers, warrant officers, noncommissioned officers, and their dependents.

OPNAV- Chief of Naval Operations.

ORDERS- As used in the transfer of personnel, orders are the written authority given to personnel to execute an assignment by competent authority.

ORDMOD- Order modification.

ORIGINATOR- When it relates to message preparation, the originator of a message is the authority (command or activity) in whose name a message is sent. The originator is responsible for the functions of the message releaser and drafter.

ORIGINATOR'S CODE- When referring to originator's code in letters, this means the office symbol of the drafter, but it may be the hull number of a ship. Local activities decide the makeup of an originator's code. You should put it on all letters, either by itself or as part of a serial number.

OSDR- Overseas Screening Deficiency Report.

OSGLI- Office of Servicemen's Group Life Insurance.

OSVETS- Other service veterans.

OTH- Other than honorable.

OTM- *Officer Transfer Manual*.

OVERPAYMENT- An amount paid to a member that is in excess of that to which he or she is entitled.

OVERSEAS SERVICE- overseas service is defined as military duty performed while assigned to a military installation or activity permanently

based outside the 48 contiguous United States and District of Columbia.

OYR- One year recall.

PACE- Program for Afloat College Education.

PACFLT- Pacific Fleet.

PAO- Public Affairs Officer or Public Affairs Office.

PARs- Personnel Advancement Requirements. PARs are skills and abilities required for advancement or change in rating that can best be demonstrated by actual performance. PARs are required for advancement to paygrades E-4 through E-7.

PASS- Pay/Personnel Administrative Support System.

PAYPERSMAN- *DFAS Pay/Personnel Procedures Manual (Navy)*. This manual was replaced by the *Disbursing, Administration, and Personnel Manual (DAPMAN)*.

PC- Personal computer.

PCDMRS- Personal Computer Diary Message Reporting System.

PCP- Passenger control point.

PCS- Permanent change of station.

PCSTO- Permanent change of station transfer orders.

PDS- Permanent duty station.

PEBD- Pay entry base date.

PEP- Personnel Exchange Program.

PERFUNCTORY- Done without care or interest.

PERMDU- Permanent duty.

PERSONNEL CASUALTY REPORT- A personnel casualty report is required on members of the Navy, certain former members, certain Navy

family members, and other members of the Armed Forces and civilians serving with or attached to Navy commands who become casualties.

PERSONNELMAN– The Navy Personnelman (PN), as the name implies, is someone who works in a personnel-related field and is normally assigned to a personnel office.

PERSONNEL OFFICE– The personnel office is an administrative control center within a command.

PERSUPPDETS– Personnel Support Detachments (Also referred to as PSDs). PERSUPPDETS are the “one-stop service centers” that retain and maintain the pay accounts and service records for all shore commands and activities within a specific geographical area.

PFR– Personal financial record.

PIM– As used in the Enlisted Performance Evaluation System, this acronym means performance information memorandum.

PLA– Plain language address. PLA, also called the message address, is the address component used to denote the correct spelling of command short titles and geographical locations in message addressing.

PMA– Performance mark average. A PMA is required for each advancement candidate except for PEP, CAP, and E-8/9 candidates. The PMA is computed using the trait marks assigned on performance evaluations in present paygrade (including those prepared while serving in a frocked status) received during the minimum time in rate period specified in the NAVADMIN message issued for that particular advancement cycle.

PNEC– Primary Navy Enlisted Classification Code.

PO– Petty officer.

POB– Projected on board.

POC– Privately owned conveyance.. Unless otherwise qualified, any mode of transportation actually used for the movement of persons from

place to place other than a government conveyance or common carrier. A conveyance rented by a member at personal expense for transportation on PCS or TDY/TAD, when such rental conveyance has not been authorized or approved as a special conveyance as provided for in paragraph U3415 of the JRTR is also included.

PORT CALL– Official notification or instructions that requires a member and/or dependents to report for transoceanic transportation. The port call designates the aerial or sea port of embarkation, identifies the carrier with flight number or sailing assignment, specifies the required reporting time and date, and provides other instructions that are relevant to the transportation arrangements made on behalf of the traveler(s).

POV– Privately owned vehicle.

POW– Prisoner of War.

PPSUIC– Personnel and Pay Support Unit Identification Code.

PRC– Passenger reservation confirmation. A reply by the Air Mobility Command (AMC) or Passenger Control Point (PCP) in response to a passenger reservation request (PRR), confirming a seat reservation.

PRD– Projected rotation date. Detailers use this date to determine when orders will be written. The new assignment's PRD is also reflected on the new orders issued by the ACA.

PRECEDENCE– When it refers to message traffic, precedence enables message drafters to indicate to the telecommunications center the relative order of processing and delivery. There are four precedence categories–ROUTINE, PRIORITY, IMMEDIATE, and FLASH.

PRECERT– Precertification.

PROBATE– The act or process of proving before a duly authorized person that a document submitted for official certification and registration, as a last will and testament, is genuine. It also means to establish officially the genuineness or validity of; for example, a will.

PROBATE COURT- A court having jurisdiction over the probating of wills, the administration of estates, and usually, the guardianship of minors and incompetents.

PROCEED TIME- A period of time not chargeable as leave, delay, or allowed travel time that is granted for the purpose of facilitating necessary personal arrangements inherent in certain PCS orders.

PRP- Personnel Reliability Program.

PRR- Passenger reservation request. A request submitted to a NAVPTO or PCP for international or overseas passenger transportation.

PSA- Personnel support activity. Activities that manage a number of PERSUPPDETS within a geographical area.

PSC- Postal service center.

PSD- Personnel support activity detachment.

PSI- Personnel security investigation.

PST- Prescribed sea tour.

PTM- *Navy Passenger Transportation Manual*, NAVMILPERSCOMINST 4650.2.

RAPIDS- Real-Time Automated Personnel Identification System. This computer system is used to access DEERS.

RATE- The term rate defines personnel by occupation and paygrade; for example, Personnelman Third Class (PN3).

RATIONS IN KIND- Meals furnished rather than money.

RCA- Rating change authorization. The RCA reflects the advancement dates of individuals after successful participation in the Navywide advancement examination and/or individuals who required selection board action and who have been selected for promotion.

REENLISTMENT BONUS- Special pay to an enlisted member who reenlists under provisions of 37 U.S.C. 308.

RELEASER- When it relates to message preparation, the message releaser is a properly designated individual authorized to release a message for transmission in the name of the originator. In addition to validating the contents of the message, the releaser's signature affirms compliance with the message drafting instructions contained in the NTP 3 and related publications. Also, the releaser's signature authorizes transmission of the message.

RESCORE- Recruiting Selective Conversion and Reenlistment Program. The RESCORE program offers career incentives to Navy Veterans (NAVETS) who reenlist after a 24-hour break in service, career incentives for conversion to ratings that are undermanned as reflected in the *Career Reenlistment Objectives (CREO)*, OPNAVINST 1160.4.

RESFIRST- Reserve Field Reporting System.

RESOURCE SPONSOR- OPNAV principal official (OPO) responsible for an identifiable aggregation of resources that constitute inputs to warfare and supporting tasks. The span of responsibility includes interrelated programs or parts of programs located in several mission areas.

REST-AND-RECUPERATION LEAVE (R&R)- R&R is granted in conjunction with the rest and recuperation program established in areas designated for imminent danger or hostile fire pay, and when operational military considerations preclude the full execution of ordinary annual leave programs. Leave granted in connection with an authorized R&R program is chargeable to the member's leave account. R&R itself is not chargeable.

RMC- Regular military compensation.

RTC- Recruit Training Command.

SATO- Scheduled Airline Ticket Office.

SBA- Small Business Administration.

SBE- Selection board eligible.

SBI- Special background investigation.

SBP- Survivor Benefit Plan. The SBP was enacted 21 September 1972 to provide benefits to survivors of retired and retirement-eligible military personnel.

SCORE- Selective Conversion and Reenlistment (SCORE) Program. The SCORE Program offers special career incentives to enlisted members who reenlist for conversion to ratings that are undermanned (in CREO 1) as listed in the most current CREO NAVADMIN and is, therefore, reserved for personnel who exhibit sustained superior performance.

SCPO- Senior chief petty officer.

SCWS- Seabee Combat Warfare Specialist.

SDS- Source Data System.

SDSPROMAN- *Department of the Navy Source Data System Procedures Manual*, Volumes I and II, NAVSO P-3069.

SEAL/UDT (NAVAL SPECIAL WARFARE) PROGRAM- The Navy Special Warfare Community includes enlisted personnel qualified to and assigned Secondary NECs (SNECs) 5321, 5322, 5326, and 5327. Additionally, these personnel carry the enlisted designators DV and PJ. Once qualified, personnel perform Special Warfare Operations as SEAL/UDT Combatant Swimmers.

SECDEF- Secretary of Defense.

SECNAV- Secretary of the Navy.

SECNAVFIND- Secretary of the Navy finding. A member is not entitled to more than one dislocation allowance during any fiscal year unless the Secretary of the Navy finds that the exigencies of the service require more than one PCS during the same fiscal year. This finding is referred to a SECNAVFIND.

SELRES- Selected reserve.

SEPARATION- Discharge, release from active duty, retirement, death, or in the case of enlisted members, the date when they begin to serve on a voluntary extension of enlistment for any period of time.

SEPARATION LEAVE- When consistent with military requirements, a member may be granted leave which expires on the day of separation without the necessity of the member returning to the activity that granted the separation leave, or that is processing his or her separation.

SEQ- When referring to message diaries, the sequence number is a two-digit number that identifies the sequence number of the DMRS message being transmitted.

SERVICE RATINGS- Service ratings are subdivisions of certain general ratings that provide for increased specialization in training and employment of personnel. For example, the general rating AB is divided into ABE, ABF, and ABH. The E, F, and H, indicate a certain specialization.

SGLI- Servicemen's Group Life Insurance. Each member serving on active duty, performing annual training, or performing inactive duty training is eligible to be insured under the SGLI up to a maximum of \$200,000 while he or she is on active duty, and 120 days after separation.

SKMC- Sickness resulting from misconduct. SKMC is a period in excess of 24 consecutive hours of absence from regular duty, that is determined to be due to intemperate use of drugs or alcohol, or disease or injury resulting from a member's own misconduct. This absence is considered as time lost pending final action by the officer exercising general court-martial convening authority.

SITE TV- Shipboard information training and entertainment television.

SNEC- Secondary Navy Enlisted Classification Code.

SNDL- Standard Navy Distribution List.

SOC- Servicemembers opportunity colleges.

SOCNAV– Servicemembers Opportunity Colleges Navy Associate Degree Program.

SPCMCA– Special Court-Martial Convening Authority.

SPECIALTY MARK– The insignia worn by personnel to identify their rating.

SRA– Shop-replaceable assemblies.

SRB– Selective Reenlistment Bonus Program. The SRB program is used to increase the number of reenlistments in ratings and NEC codes having insufficient retention.

SRIP– Selected Reserve Incentive Program.

SSIC– Standard subject identification code. The SSIC is a four- or five-digit number that represents a letter's subject. This number helps to file and retrieve correspondence, and eventually dispose of it.

SSN– Social security number.

STAR– Selective Training and Reenlistment (STAR) Program. This program offers career designation to first-term enlisted members who enlist or reenlist and thereby become eligible for certain career incentives such as a selective reenlistment bonus and guaranteed assignment to a Class "A" or "C" school.

STD– Standard Transfer Directive.

STEREOTYPING-- The forming of a standardized oversimplified mental picture of members of a group.

STDM– Standard Transfer Directive Module.

STRIKER IDENTIFICATION– A term that designates the rating in which a general apprentice (E-1, E-2, or E-3) has significant skills as a result of on-the-job experience or formal classroom training. A rating abbreviation is added to a member's rate abbreviation to indicate striker identification. For example, an Airman (AN) who demonstrates significant skills in the Aviation Electronics Technician (AT) rating through on-the-job experience and passing score on the AT3 advancement exam

could be designated with the new abbreviation ATAN by NETPMSA.

SWAPS– Refers to the exchanges of duty and reassignment at no-cost-to-the-government, provided the individual agrees to bear all expenses involved. SWAPS is discussed in chapter 16 of the ENLTRANSMAN.

SYNOPSIS– A statement giving a brief and general review of a subject matter.

TA– Tuition assistance.

TAC– Transaction code. When referring to message diaries, TACs are the alphabetical and/or numerical way of identifying and controlling transactions.

TAD– Temporary additional duty. TAD is a form of temporary duty that applies only when authorized in separate regulations by the Service concerned. It involves one journey away from the member's PDS, in the performance of prescribed duties at one or more places, and directs return to the starting point upon completion of such duties. Personnel on TAD remain assigned to the PDS from which they proceeded on TAD.

TAFMS– Total active Federal military service.

TAMP– Transitional Assistance Management Program.

TAR– Training and Administration of Reserve personnel.

TAS– Total active service.

TC– Transaction date. On a PCS transfer directive, the TC is the date action was authorized expressed in Julian date and year.

TDRL– Temporary Disability Retired List.

TDY– Temporary duty. TDY is duty at one or more locations, other than the PDS, at which a member performs TDY under orders which provide for further assignment, or pending further assignment, to a new PDS or for return to the old PDS upon completion of the TDY. It also includes that period spent at a location

while processing for separation from the Service, release from active duty, placement on the temporary disability retired list, or retirement, when the last PDS is different from the location where processing is accomplished.

TED– Terminal eligibility date.

TEMAC– Temporary active duty.

TEMADD– Temporary additional duty. This term is synonymously used with TAD.

TEMADDINS– Temporary additional duty under instruction.

TEMDU– Temporary duty.

TEMDUINS– Temporary duty under instruction.

TICKLER FILE– A file that is established by most offices and one which is used to remind administrative personnel of pending actions or events. This file should be checked daily if it is to be effective.

TIR– Time in rate.

TU– Temporary lodging allowance. TLA is a PCS allowance payable incident to initially reporting to an overseas PDS, detaching from an overseas PDS, or under certain other circumstances. It is authorized to partially reimburse a servicemember for more than normal expenses incident to the use of temporary lodgings outside CONUS.

TLE– Temporary lodging expense. TLE is paid in CONUS under the JFTR, volume 1, chapter 5, part H. TLE is intended to partially offset the cost of occupying temporary lodging incident to a PCS move.

TRAHAB– Training or rehabilitation.

TRANSOCEANIC TRAVEL– Travel which, if performed by surface means of commercial transportation over a usually traveled route, would require the use of oceangoing vessels.

TRAVEL ORDERS— A written instrument issued or approved by the Secretary of the Service concerned, such as the Secretary of the Navy, or

such person(s) to whom authority has been delegated or redelegate to issue travel orders, directing a member or group of members to travel between designated points.

TSCO– Top Secret control officer.

TYCOM– Type commander.

UA– Unauthorized absence. UA is any period of absence determined to be without authority and not excused as unavoidable. This time must be made up.

UCMJ– Uniform Code of Military Justice.

UIC– Unit identification code. The activity's UIC as used in Manpower and Personnel Information System (MAPMIS).

UMIDS– Uniform Microcomputer Disbursing System.

UMR— Unit mailroom.

UNACCOMPANIED BAGGAGE– Unaccompanied baggage is that portion of the HHG weight allowance that is normally shipped separately from the major items of furniture.

UNACCOMPANIED MEMBER– A member whose dependents have not accompanied the member or have accompanied the member at personal expense and are not command sponsored.

UNIT— A military element whose structure is prescribed by competent authority.

URL– Unrestricted line.

U.S.C.– On June 30, 1926, Congress enacted the Code of Laws of the United States of America, referred to as the U.S. Code and cited as "U.S.C." A new edition of the U.S. Code was published in 1932. Every 6 years a new edition of the U.S. Code is published with cumulative supplement volumes being issued during the intervening years.

USER– When it relates to messages, it is any individual authorized to draft, release, and/or process electronically transmitted messages.

USMC CAIA– U.S. Marine Corps (USMC) Combat Aircrew Insignia Authorization. The Chief of Naval Operations has approved the wearing of this award on Navy uniforms. The insignia may be worn in the same manner as other breast insignia, similar to the Navy's Aircrewman Insignia. The Combat Aircrew Insignia is awarded to those Navy personnel assigned to Marine Corps units as crewmembers and who have flown in combat.

USNA– United States Naval Academy.

USO– United Services Organization.

VARIABLE REENLISTMENT BONUS– Special pay to an enlisted member with a critical skill, in addition to a regular reenlistment bonus, under provisions of 37 U.S.C 308g.

VEAP– Veterans' Educational Assistance Program. The VEAP was a voluntary contributory education benefit plan available to those servicemembers who entered active duty on or between 1 January 1977 and 30 June 1985. The VEAP was terminated 1 April 1987.

VEGIB– Vietnam Era GI Bill.

VFR– Visual flight rules.

VGLI– Veterans Group Life Insurance. The VGLI was created by Public Law 93-289 and became effective on 1 August 1974. VGLI is a 5-year non-renewable term policy which has no cash, loan, paid-up, or extended values. VGLI is available to personnel who are released from active duty, discharged, retired, and transferred to the Fleet Reserve.

VHA– Variable housing allowance. VHA is intended for the purpose of assisting servicemembers, entitled to a BAQ, to defray housing costs when government quarters are not assigned.

VIETNAM ERA GI BILL (VEGIB)– The VEGIB was an educational assistance program available to eligible individuals with service between 1 February 1955 and 31 December 1976. This program was terminated on 31 December 1989.

VISA– A visa is permission granted by the government of a country to an alien to enter that country and to remain for a specified period of time. A visa is usually in the form of an imprinted stamp affixed to one of the pages of a passport.

WELLROUNDED INDIVIDUAL– For the purpose of this training manual, this term means that you should be an individual who accomplishes more than just what you are expected to accomplish. Being a well-rounded individual also means that an individual should perform beyond the realm of normal expectations. Additionally, a well-rounded individual is an individual who makes a difference in his or her life and in the lives of others for the betterment of society.

WAN– Wide area network.

WO– Warrant officer.

WRA– Weapons replaceable assemblies.

XO– Executive officer.

APPENDIX II

REFERENCES USED TO DEVELOP THE TRAMAN

NOTE: The following references were current at the time this TRAMAN was being written. However, you should always make sure you have the most current edition of all reference listed when dealing with subjects written about in this TRAMAN.

NOTE: The numbers in parentheses after the references refer to the chapters of the TRAMAN to which those specific references apply.

Administration of Enlisted Flight Orders, BUPERSINST 1326.4A, Department of the Navy, Bureau of Naval Personnel, Washington, DC 20370-5000, August 1993. (Chapter 9)

Adminstration of the Navy's National Apprenticeship Program, OPNAVINST 1560.10A, Department of the Navy, Office of the Chief of Naval Operations, Washington, DC 20350-2000, April 1991. (Chapter 9)

Adminstrative Procedures for Naval Reservists on Inactive Duty, BUPERSINST 1001.39A, Department of the Navy, Bureau of Naval Personnel, Washington, DC 20370-5000, August 1992. (Chapter 13)

Administrative Separations of Officers, SECNAVINST 1920.6A, change 2, Department of the Navy, Office of the Secretary, Washington, DC 20350, March 1993. (Chapter 10)

Advancement Manual, BUPERSINST 1430.16D, change 1, Department of the Navy, Bureau of Naval Personnel, Washington, DC 20370-5000, April 1992. (Chapters 2, 9, and 13)

Appointment of Regular and Reserve Officers in the Nurse Corps of the Navy, SECNAVINST 1120.6B, Department of the Navy, Office of the Secretary, Washington, DC 20350-1000, October 1989. (Chapter 10)

Assistance to Be Provided Members of the Navy and Naval Reserve in Exercising Reemployment Rights or Obtaining Employment or Training, NAVMILPERSCOMINST 1571.1, Department of the Navy, Naval Military Personnel Command, Washington, DC 20370, June 1981. (Chapter 13)

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